

Missouri Public Service Commission 2005 Annual Report Excel Form Instructions

We have incorporated several changes within the 2005 annual report to correct errors identified in the 2004 annual report. If you find errors in the 2005 annual report or have suggestions to improve the form please contact Janis Fischer (573) 751-4257 or Amanda McMellen (573) 526-3482. We would also be happy to answer any questions you may have regarding the annual report form. The form is also available on the Commission's web page located at www.psc.mo.gov under the menu item "forms".

- The files are "read only". You must save or copy the files to your hard drive or a diskette in order to input information into the annual report form.
- When you enter the company name and annual report year on the "cover", the same information will be automatically populated on all the pages of the annual report.
- If additional space is needed for entering information on a specific page, please insert a page and copy the existing page template.
- After the annual report is completed, save the file, print the form and prepare for mailing or electronically submitting through EFIS, as a non-case related submission.

MO PSC Annual Report-Formulas

- Please input information and amounts into the cells with no shading.
- The yellow shaded cells are "write protected". These cells cannot be changed or deleted by typing in the cell. If you do not wish to use the formulas please use the other file on the diskette you received, MO PSC Annual Report-Print, No Formulas.
- Light yellow shaded cells contain formulas linked to other worksheets within the workbook. These cells will be populated with information as the form is completed.
- Dark yellow shaded cells contain sums. These cells will be populated when amounts are entered into cells in corresponding rows or columns within the worksheet.

MO PSC Annual Report-Print, No Formulas

- You may either input information and amounts into the cells or print a blank form and manually enter the information.

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Instructions for EFIS Submission of Annual Report

In EFIS select:

- Click on Filing/Submission
- Click on Non-Case Related Submission
- Type of Utility- Click on drop down menu and select water or sewer (requires 2 separate submissions if company is certificated as both water and sewer)
- Company Name- Click on drop down menu to select certificated company name
- Type of Submission- Click on drop down menu to select Annual Report (MO PSC)
- PSC Calendar Year- Type 2005
- Applicable Case No.-DO NOT ENTER INFORMATION
- Date- Populates automatically
- Comments- Type 2005 Annual Report
- Click on Continue
- Click on Browse- Click on the file that contains the completed annual report and then click open
- Click Attach, then Done with Attach and then Submit (Public version will allow viewing by all)
- This process will complete the submission and assign a non-case related tracking number (BMAR-2006-xxxx).